

Security Note: 09-09

Year: 2009 Authorization: **APPROVED**

From: Director, Administration and Resource Management Division
To: Security Coordinators

Subj: CONTINUOUS EVALUATION PROGRAM (CEP)

Ref: (a) SECNAV M-5510.30

1. This Security Note is published to establish procedures and emphasize the requirements associated with the CEP as outlined in Chapter 10 of the reference.

2. When questionable or unfavorable information becomes available concerning an individual who has been granted access, or who has eligibility to classified information or assigned to sensitive duties, commands will report that information to the Department of Navy Central Adjudication Facility (DONCAF), via Joint Personnel Adjudication System (JPAS) per the reference.

3. Staff agency/activity security coordinators will report all questionable or unfavorable information that may be relevant to a security clearance determination to the HQMC Security Manager.

a. Individuals are required to report to their supervisor or their staff agency/activity security coordinator and seek assistance for any incident or situation that could affect their continued eligibility for access to classified information.

b. Co-workers have an obligation to advise their supervisor or staff agency/activity security coordinator when they become aware of information with potential security clearance significance.

c. Supervisors and managers play a critical role in assuring the success of the CEP. The goal is early detection of an individual's problems. Supervisors are in a unique position to recognize problems early and must react appropriately to ensure balance is maintained regarding the individual's needs and national security requirements.

4. The following types of information will be reported:

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a. Involvement in activities or sympathetic association with a person which/who unlawfully practice, or advocate the overthrow or alteration of the United States Government by unconstitutional means.

b. Foreign influence concerns/close personal association with foreign nationals or nations.

c. Foreign citizenship (dual citizenship) or foreign monetary interest.

d. Sexual behavior that is criminal or reflects a lack of judgment or discretion.

e. Conduct involving questionable judgment, untrustworthiness, unreliability or unwillingness to comply with rules and regulations, or unwillingness to cooperate with the security clearance process.

f. Unexplained affluence or excessive indebtedness.

g. Alcohol abuse.

h. Illegal or improper drug use/involvement

i. Apparent mental, emotional or personality disorder(s).

j. Criminal conduct.


k. Noncompliance with security requirements.

l. Engagement in outside activities which could cause a conflict of interest.

m. Misuse of Information Technology Systems.

5. Questions regarding this Security Note should be directed to the HQMC Security Manager at (703) 614-2320.

6. This note supersedes Security Note 02-02.


M. M. OLIVER, JR.
By direction